

**B. TO BE COMPLETED BY THE EMPLOYING AGENCY**

**INSTRUCTIONS TO THE AGENCY** - This application is not to be used as a means for verifying service for leave, retention or other non-retirement purposes. The procedures for verifying service for non-retirement purposes or for establishing creditability of service are contained in the Federal Personnel Manual. If more space is needed for the information requested in Item 3, please attach a separate sheet. Show the name and Social Security number of the applicant on the separate sheet (SF 2801-1 may be used for this purpose).

1. Is the employee in a position subject to civil service retirement coverage?

☐

No

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Yes



2. Exact date civil service retirement deductions began for the current appointment:

**3. CIVILIAN SERVICE NOT UNDER A RETIREMENT SYSTEM FOR FEDERAL EMPLOYEES**

From verified service documented in official personnel records, list any Federal civilian service not subject to a retirement system for Federal (or D.C. Government) employees. If total basic salary earned for any such period of service is known, a summary entry may be entered on the right-hand side below. Otherwise, show each change affecting basic salary during the period of service. Any period of nondeduction service claimed on the front of this form which cannot be verified from official records should be listed and noted in the "Leave Without Pay" column as "Unverified." NOTE: This information will also be requested (on the SF 2801-1) in connection with the employee's retirement. The agency should keep a copy of this schedule to facilitate completion of the SF 2801-1.

Nature of action (Appt., pro., res., etc.)	Effective date (Mo., day, year)	Basic salary rate	Salary basis (per annum, per hour, WAE, etc.)	Leave without pay	If basic salary actually earned is available, make summary entry below.		
					From (Mo., day, year)	To (Mo., day, year)	Total earned

**CERTIFICATION** - The information entered above is based on official records of this agency and is correct. There is no official personnel or fiscal record in this agency of the additional service (if any) alleged by the employee and marked "Unverified" in Item 3.

Agency address	Signature	Date
	Official title	Telephone number

**PRIVACY ACT AND PUBLIC BURDEN STATEMENT**

Solicitation of this information is authorized by the Civil Service Retirement law (Chapter 83, title 5, U.S. Code). The information you furnish will be used to determine your eligibility to make deposits or redeposits to the Civil Service Retirement and Disability Fund, to identify records properly associated with your application, to obtain additional information if necessary, and to maintain a uniquely identifiable claim file. The information may be shared and is subject to verification, via paper, electronic media, or through the use of computer matching programs, with national, state, local or other charitable or social security administrative agencies in order to determine benefits under their programs, to obtain information necessary for determination or continuation of benefits under this program, or to report income for tax purposes. It may also be shared and verified, as noted above, with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. Executive Order 9397 (November 22, 1943) authorizes the use of the Social Security Number. Furnishing the data requested is voluntary, but failure to do so may delay or make it impossible for us to determine your eligibility to make payments.

We think this form takes an average 30 minutes per response to complete, including the time for reviewing instructions, getting the needed data, and reviewing the completed form. Send comments regarding our estimate or any other aspect of this form, including suggestions for reducing completion time, to the Paperwork Reduction Project, OMB Clearance Number 3206-0134, Office of Management and Budget, Washington, D.C. 20503.